

Contact Person:

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**Virginia Bureau of Insurance
Review Requirements Checklist**

1300 East Main Street
Richmond, VA 23219

Effective as of December 1, 2005

LINE OF BUSINESS: Credit (Commercial)

LINE(S) OF INSURANCE
Commercial Credit

CODES
28.1000

Code: 28.0000

IF CHECKLIST IS NOT APPLICABLE, PLEASE EXPLAIN:

THIS NAIC PRODUCT REVIEW REQUIREMENTS CHECKLIST CONTAINS ADMINISTRATIVE FILING REQUIREMENTS. DETAILED INFORMATION PERTAINING TO LEGAL REQUIREMENTS ARE CONTAINED IN THE NAIC PRODUCT REQUIREMENTS LOCATOR (PRL). SELECT THE COMMERCIAL CREDIT FROM THE LINK BELOW.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
GENERAL REQUIREMENTS FOR ALL FILINGS		
VIRGINIA INSURANCE CODE	Title 38.2 of the Code of Virginia	
NAIC UNIFORM PRODUCT CODING MATRIX	Product Coding Matrix	
NAIC PRODUCT REQUIREMENTS LOCATOR	Product Requirements Locator	The Product Requirement Locator (PRL) is a searchable database containing detailed descriptions of filing and legal requirements.
COPIES, RETURN ENVELOPES, ETC.	Administrative Procedure	A complete copy of the filing must be sent for each company with a reply copy and self addressed stamped envelope if a stamped acknowledgment is desired.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
GENERAL REQUIREMENTS FOR ALL FILINGS		
COVER LETTER AND EXPLANATORY MEMORANDUM	Administrative Letter 1983-7 Administrative Letter 2005-02	The cover letter must contain the NAIC number, full name of each company for which the filing is being submitted, and the proposed method and date(s) of implementation (see next section.) The cover letter or explanatory memorandum should indicate the forms, rules or rates that are being withdrawn or replaced. Companies may use a fully completed and signed NAIC Uniform Transmittal Form in lieu of a cover letter.
EFFECTIVE DATE WORDING/ IMPLEMENTATION METHOD	Administrative Letter 2005-02	The cover letter or NAIC Uniform Transmittal Form must request the implementation method selected for the filing e.g. "policies effective", "policies written", "policies issued or delivered" and/or "policies processed" and state the specific implementation date. The method of implementation selected for each filing must be specific and applied consistently to each company named in the filing.
FILING SUBMISSION	Administrative Procedure	Filings (other than installment payment plans) must be made separately by line of insurance and/or by program and include a complete copy of the filing for each company to which it applies. Group filings must be sorted and collated by company. This also applies to replies to correspondence and to re-submissions.
THIRD PARTY FILERS AUTHORITY - Insurer may authorize a third party (other than an RSO) to make filings on its behalf.	VA Filing Guidelines Handbook	Either a completed and signed filing authorization form granting authority to make the filing or a signed original letter referencing the specific filing must accompany filing.
FORMS LISTS	VA Filing Guidelines Handbook	An updated list of forms in numerical order, including form numbers, edition dates, and titles, must be provided with every filing that includes forms.

I hereby certify that I have reviewed the attached Commercial Multiline Credit filing and determined that it is in compliance with the items listed in the Commercial Multiline Credit Review Standards Checklist and the Commercial Credit PRL.

Signed: _____

Name: _____ Title: _____

Company Name: _____

Date: _____ Phone No: () _____ FAX No: () _____

E-Mail Address: _____